

**Subject:** Re: New Letter

**From:** Donald Duckworth <duckworth.donald@gmail.com>

**Date:** 01/26/2011 10:14 AM

**To:** Shannon Eastenson <shannon.eastenson@lacity.org>

**CC:** jruhlen916 <JRuhlen916@aol.com>, spiervin@gmail.com, Miki Payne <miki@hbdrollinger.com>, jsdla@aol.com, Nate Kaplan <nate.kaplan@lacity.org>

**BCC:** Donald Duckworth <duckworth.donald@gmail.com>

Good Morning Shannon...

I've attached a re-drafted invoice as you requested. Let me know if you need additional changes or any other assistance. I'm available at (310) 417-9030. Thank you.

On Fri, Jan 21, 2011 at 7:56 AM, Shannon Eastenson <[shannon.eastenson@lacity.org](mailto:shannon.eastenson@lacity.org)> wrote:

Hi Don,

Sorry for this, but I need you to change the letter that you submitted as the "invoice" to include a beginning and end date for the work. Also, I need you to include language to the effect that this is a request for an advanced payment as your organization is not for profit and the work cannot begin until the funds are received. Please let me know if you have any questions. Thanks, Shannon

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Shannon Eastenson  
Bureau of Street Services  
1149 South Broadway, Ste. 400  
Los Angeles, CA 90015  
(213) 847-0872  
(213) 847-0975 (fax)  
Mail Stop 550

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— Attachments: —

WSIA Invoice for 2500 Triangle Street Tree Grant 110126.pdf

648 KB